

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)			
STAT		EXTENSION	NO.
Public Affairs 7D00, HQS		27676	ER B7-4592X
			DATE 16 OCT 87
TO: (Officer designation, room number, and building)		DATE	OFFICER'S INITIALS
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Central Intelligence Agency  
Washington, D.C. 20505

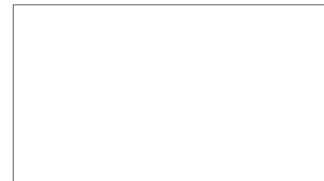
**Public Affairs**  
(703) 482-7676

16 October 1987

**NOTE FOR DDCI:**

Please sign the attached thank you letter to outgoing member of the MAG  has served on the MAG for two years and has assumed additional responsibilities that do not allow her extra time for MAG duties.

Thank you,



STAT

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Central Intelligence Agency



Washington, D. C. 20505

16 OCT 1987

[Redacted]  
DA/OTE

STAT

Dear [Redacted]

STAT

Thank you for your participation in the Secretarial/  
Clerical Management Advisory Group since September 1986  
and for your role in continuing the MAG's successful  
Secretary of the Year Awards.

The DCI and I hope you will remember your time on the  
MAG as having been an opportunity to learn about the  
Agency as well as to contribute. The group's comments on  
secretarial and clerical issues are helpful to senior  
Agency officials and clearly played a role in our  
recognition that the secretarial profession should be  
enhanced with new opportunities and a new pay scale. The  
Secretary of the Year Awards in particular prove that MAGs  
can make a difference in providing fresh ideas to Agency  
management.

I encourage you to support the new MAG members and to  
continue your interest in making the Agency a better place  
for all employees.

Sincerely,

Robert M. Gates  
Deputy Director of Central Intelligence

cc: DA/CMS  
O/Personnel